



# ***Part A***

## ***Chapter 7***

### ***Address List Review Materials***

- **Census Address List**
- **Action Codes**
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- **Census Address List Content**
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- **Block Summary Listing**
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## Chapter 7

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### Summary

- **Census Address List**

The Census address list shows all residential addresses known to the Census Bureau. The Census address list is available either as a computer-readable file or a paper listing. There are three sorting options for the paper listing: Census 2000 block number sort, address sort, or 1990 Census tract or block numbering area block sort.

- **Action Codes**

There are five action codes used to annotate the Census address list—A-Adds (computer-readable format only); C-Corrections; D-Deletes; J-Not in my Jurisdiction, and N-Nonresidential. Participants using the paper Address Listing must add addresses to the Add Page.

- **Census Address List Content**

The Census address list contains the pre-printed line number; control ID; Federal Information Processing Standards (FIPS) codes for state, county, place and MCD; Census 2000 block number; action code; house number; street name; apt/unit designation; ZIP Code; and 1990 tract/BNA and block information. The tribal governmental areas contain all of the above, with the exception of the FIPS place and MCD codes.

- **The Add Page**

There are four specific types of Add Pages.

- House Number/Street Name Address Add Page
- House Number/Street Name Address Add Page for Tribal Governments
- Non-House Number/Street Name Address Add Page
- Non-House Number/Street Name Address Add Page for Tribal Government

List all new addresses on the Add Page.

- **Block Summary Listing**

Supplement to the Census address list. It provides you with the total housing count for each Census 2000 block number or 1990 Census Block Number.

- **Map Sheet-Block Number Relationship Listing**

The Map Sheet-Block Number Relationship Listing lists the Census 2000 block numbers and the map sheet(s) on which they are found.

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## Census Address List

The Census address list provides all residential addresses known to the Census Bureau as of January 1, 1998. The Census address list is available on paper or as a computer file. You may elect to receive either the computer-readable file version or the paper listing, but not both. The computer-readable file version of the Census address list contains the same information as the paper listing, however, it can be sorted by the Address List Review participant. A detailed description of the computer-readable listing is presented in Part B. See Appendix H for an example of the paper version of the Census address list.

The Census Bureau will mail the Census address list to the jurisdictions participating in the Address List Review, but only after the Census Bureau has received the signed Confidentiality Agreement.

### Sorting Choices for the Paper Listing

To accommodate Address List Review participants, the Census Bureau is offering three sorting choices. The Address List Review participants, however, will only get to choose one of the address sorts.

- Census 2000 block number Sort (default sort)
  - Alphanumeric Sort
  - 1990 Census Block Sort
- 1. Block Sort**—The sorting routine for the standard Census 2000 collection block numbers is as follows:
1. State
  2. County or statistically equivalent area
  3. Census 2000 collection block number
  4. Alphabetically by street name (numbered streets first)
  5. Numerically by house number (low to high)

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**2. Alphanumeric Sort**—The sorting routine for the alphanumeric sort is as follows:

1. State
2. County or statistically equivalent area
3. Alphabetically by street name (numbered streets first)
4. Numerically by house number (low to high)
5. Census 2000 block number

**3. 1990 Census Tract or Block Numbering Area(BNA)/Block Sort**—The sorting routine for the 1990 census tract/BNA/census block number sort is as follows:

1. State
2. County or statistically equivalent area
3. 1990 census tract/BNA number
4. 1990 census tabulation block number
5. Alphabetically by street name (numbered streets first)
6. Numerically by house number (low to high)
7. Census 2000 collection block number

**Note: If you are using this sort, please ensure that you enter the Census 2000 block numbers, not the 1990 census block numbers for any updates to the Census address list, or Add Page. You cannot make any changes to the 1990 census tabulation block number.**

## **Action Codes**

Use the following Action Codes to annotate the Census address list.

- **C-Corrections to the Census Address List**  
Make corrections on the Census address list by writing in a C in the Action Code column. Next cross out the incorrect information, and print the correct information. Use the C action code for the following situations:

Incorrect street/road name

Incorrect census block number

Incorrect unit designation

Incorrect house number

Incorrect MCD or place code (but part of the jurisdiction you are reviewing)

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- **D-Deletes**  
Print a D in the Action Code column to delete an entire address from the Census address list.
- **J-Not in my Jurisdiction**  
Print a J in the Action Code column for those addresses that are not in your jurisdiction, and for which you do not know the FIPS codes. If you do know the FIPs Code(s), use the C (Correction) Action code.
- **N-Nonresidential**  
Print a N in the Action Code column only for those addresses that may be offices, retail stores, commercial storage facilities, and so forth. **Make sure that these addresses do not contain living quarters.**
- **Adds**  
**All Address List Review participants using the paper Census address list must add new addresses using the Add Page.** See the Add Page section for instructions on adding addresses.

## Special Place Addresses

The address list for special places and group quarters is not available yet and therefore not included in this address listing. In late 1998, the Census Bureau will send a letter asking you if you wish to participate in the Special Place Review Program. If you agree, you will receive a listing of special places and group quarters in early 1999. The review of the special places will be similar to the Address List Review program. A special place is a residential living arrangement other than the usual house, apartment, or mobile home. Some examples of special places are alcohol and drug treatment centers, college and university dormitories, convents and rectories, prisons, nursing homes, orphanages, and so forth.

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## Census Address List Content

The following information is found at the top of each page of the Census Address List:

- Sort routine used to generate the Census address list.
- The date the Census address list was printed.
- Page number.
- FIPS state and census entity code, jurisdiction name and type. For example, PL100110 Oakford city. The two-digit alpha abbreviations for the types of jurisdictions are:

|    |   |                      |
|----|---|----------------------|
| CO | - | County               |
| AI | - | Indian Reservation   |
| MC | - | Minor Civil Division |
| PL | - | Place-PL             |

The data area of the Census address list contains the following (default sort): (Do not modify shaded sections of the Census address list.)

- Line ID-Preprinted line number. **Do not modify this column.**
- Control ID-A control number used by the Census Bureau. **Do not modify this column.**
- Action Code column-Used by the ADDRESS LIST REVIEW officials to annotate the Census address list with the following Action Codes:

|     |   |                        |
|-----|---|------------------------|
| "C" | - | Correction             |
| "D" | - | Delete                 |
| "J" | - | Not in my Jurisdiction |
| "N" | - | Nonresidential         |

- FIPS St - (Tribal Census address list only). Two digit code need to identify the state in which each address is located

- FIPS Cty - Three-digit code used to identify the county or statistically equivalent entity in which each address is located.
- FIPS Place - (Except Tribal Census address list). Five-digit code used to identify the incorporated place in which each address is located.

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- FIPS MCD - (Except Tribal Census address list). Five-digit code used to identify the minor civil division in which each address is located.
  - 2000 Block # - Four-digit Census 2000 collection block number.
  - Trust Land–(Tribal Census address list only) A space to identify addresses that are located on tribal trust land (“T”) or individual trust land (“I”).
  - House Number–Shows the housing unit basic street address number.
  - Street Name–Shows the street name (including prefix and/or suffix “directional” abbreviation(s) and a store “type”) for the address. A list of suggested street type abbreviations is found in Appendix E.
  - Apt/Unit Number–Identifies the unit designation, if applicable. For example, apartment unit numbers such as 101, 101A; apartment unit locations, such as rear, front, basement, trailer lot number, and so forth. A list of appropriate unit designation codes is found in Appendix G.
  - ZIP Code–Five-digit code assigned by the U.S. Postal Service.
  - SP–Allows you to identify addresses on the Census address list that are for special places or group quarters, by printing an “X”.
  - 1990 Tract/BNA–Identifies the 1990 census tract or block numbering area number on which each address was located. **Do not modify this column.**
  - 1990 Block–Identifies the 1990 tabulation block number in which each address was located. **Do not modify this column.**
  - Where there are no known addresses for a block, the Action Code column is “X’d” out. If you know of existing housing unit addresses for these blocks, enter them on an Add Page.
  - All columns are “X’d “ out for any extra lines on the Census address list. Do not print on any of these lines.
  - At the bottom of the Census address list you will find the statement, "Disclosure Prohibited-Title 13, U.S.C.," reminding you to maintain



address confidentiality. You also will find a bar code; the bar code; information is for Census Bureau use only.

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## The Add Page

The Add Page is used to list all **new** addresses for your jurisdiction. **Do not put added addresses on the preprinted Census address list.** There are four versions of the Add Page, and the version you use depends on the jurisdiction you are in and the type of address you are adding. (Examples of the Add Pages four are found in Appendix I.) The types of Add Pages are:

### Add Pages Used by Local Governments:

- **House Number/Street Name Address Add Page**  
This page will be the one generally used by most participating jurisdictions. Use them to record missing addresses that are within the unshaded area of the Census Bureau maps and that have both a house number and street name address, such as “101 Moose St” or “204 Jones Rd, Apt 113.”
- **Non-House Number/Street Name Address Add Page**  
Most participating jurisdictions will not use this page. Use it **only** to record missing addresses that do **not** have a posted house number. Print the street or road name for the new housing unit and either the PO Box or Rural Route mailing address, if known, such as “RR 1, Box 125” or the Location Description or Building Name/Unit Number of the housing unit, if there is no known address, such as “Red rancher w/white shutters, garage, and purple shed .25 mi from Co Hwy S.” Also fill in the “Type” column—use **M** if the added housing unit uses a PO Box or RR/Box mailing address, or use **L** if a location description is given.

### Add Pages Used by Tribal Governments:

- **House Number/Street Name Address Add Page for Tribal Governments**  
This page will be the one generally used by tribal governments. Use them to record missing addresses that are within the unshaded area of the Census Bureau maps and that have a house number and street name address, such as, “202 Bear Lake Ave” or “715 Village Drive, Apt. 16.”
- **Non-House Number/Street Name Address Add Page for Tribal Governments**  
  
Most tribal governments will not use this page. Use it **only** to record missing addresses that do **not** have a posted house number. Print the street or road name for the new housing unit and either the PO Box (such as “PO Box 50”) or the Rural Route mailing address, if known or the

Location Description or Building Name/Unit Number of the housing unit, if there is no known address, such as “White house w/black shutters and satellite dish .50 mi from St Hwy 55.” Also fill in the “Type” column—use **M** if the new housing unit uses a PO Box or RR/Box mailing address, or use **L** if a location description is given.

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You must fill in the Entity ID code or Tribal ID code and government name or tribal government name in the spaces provided near the top of each Add Page. Copy this information from the Census address list or Census Map; for example, PL100110 for an incorporated place, or AI0110 for a tribal government. Also make sure you print the date, and the page number.

The data section of the Add Page contains the following columns:

- **Line ID**—Preprinted line number. Do not modify this column.
- **FIPS State Code**—(*Tribal governments only*) Print the two-digit state code.
- **FIPS County Code**—Print the three-digit county code.
- **FIPS Place Code**—Print the five-digit place code, if applicable (not applicable on Tribal Add Page).
- **FIPS MCD Code**—Print the five-digit MCD code, if applicable (Not applicable on Tribal Add Page).
- **Trust Land?**—(*Tribal governments only*) Print T for tribal trust, I for individual trust, or leave blank if no trust land.
- **Census 2000 Block Number**—Find the Census 2000 collection block number for the added address on the Census Bureau map, and print this block number in this column.
- **House Number**—(*House Number Add Page versions only*) Print the house number, e.g., the “101” from 101 Elm S.
- **Street or Road Name That This Address is Along**—(*Non-House Number Add Page versions only.*) Print the street or road name for the new housing unit, e.g., “Deer Creek Rd. (See Appendix E for a listing of street type abbreviations.)
- **Street Name**—(*House Number Add Page versions only.*) Print the street name, e.g., the “Elm St” from 101 Elm St. If applicable, also include the street type, such as Ln, St, Blvd, and so forth, and the street directionals such as N, S, E, W, NE, NW, SE, and SW. (See Appendix E for a listing of street type abbreviations.)
- **PO Box or RR/Box Mailing Address (Type “M”)**

**Location Description OR Building Name/Unit Number (Type “L”)-**  
*(Non-House Number Add Page versions only).*

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- **Apt/Unit Number**—(*House Number Add Page versions only*) For addresses in multi-unit dwellings, print the unit designation, such as Apt 1A or Unit 2001. If no unit designation is known or can be determined, use a location description, such as LOWR, REAR, and so forth. (See Appendix G for a listing of Unit Designation abbreviations.)
  - **Type**—(*Non-House Number Add Page versions only*) Print M if there is a known PO Box or RR/Box Mailing Address, or print L if you entered a location description.
  - **ZIP Code**—Print the five-digit ZIP® code for which the added address receives mail.

## Block Summary Listings

The Block Summary Listings are a supplement to the Census address list. These listings provide you with the total housing unit count for each Census 2000 collection block number and each 1990 census tabulation block number. Note: Jurisdictions with blocks shaded in green will have the opportunity to review the addresses in these census blocks in early 1999. The Block Summary Listings are available in either a paper or computer-readable format. They are sorted by state and county. An example of the Census 2000 collection Block Summary Listing is found in Appendix J. An example of the 1990 census Block Summary Listing is found in Appendix K.

The Block Summary Listings can be used to identify census blocks with potential address problems that can be targeted for examination.

## Map Sheet-Block Number Relationship Listing

The Map Sheet-Block Number Relationship Listing shows all the Census 2000 block numbers and identifies the map sheet(s) on which they are found. This listing is sorted by block number in ascending order.

Use the Map Sheet-Block Number Relationship Listing as an aid to help you locate the Census 2000 collection blocks on the Census Bureau maps.